

**Department of the Interior, U.S. Fish and Wildlife Service Job Analysis**

Title: Realty Specialist

Series: 1170

Grade: GS-5

Org Code:

Position Number R3-121

A. Duties of the position	B. KSAs necessary to perform duties	C. Ratable (Y/N?)	D. Selective factor (Y/N?)	E. Importance	Rationale for decisions in columns C, D, E
Learns realty terminology documents, practices, principles and info sources.	Ability to learn real estate laws, legal procedures, and appraisal principles involved in the acquisition, disposal, or management of real property.	Yes	No	1	Required for this position
Compiles reports.	Knowledge of manual and automated realty or similar office record keeping procedures and reporting requirements.	Yes	No	1	Required for this position
Prepares maps.	Ability to learn to read/interpret legal descriptions, aerial photos, plats, maps, and court house records.	Yes	No	1	Required for this position
Assists in estimation of value of land and improvements.	Ability to effectively communicate verbally.	Yes	No	1	Required for this position
Review simple realty instruments.	Ability to prepare, review, and proofread correspondence, documents, and/or other real estate forms/instruments for accuracy and completeness to include calculating or verifying mathematical computations.	Yes	No	1	Required for this position